

2006 Kanawha Boulevard, East - Charleston, WV 25311-2204 - (304) 558-2456 - (304) 558-2467 (Fax)

WV SPONSOR APPLICATION FOR ACCREDITATION OF MCLE

Printable Version

1. Sponsoring Organization (Name, Mailing Address):

U.S. Army, 99th Regional Support Command
99 Soldier's Lane, ATTN: Staff Judge Advocate
Coraopolis, PA 15108

Telephone: 412 604 8257

Fax: 412 604 8261

2. Title of Educational Activity: 2002 Pittsburgh CLE On-site

3. Date(s) and Location(s): September 21-22, 2002, Pittsburgh, PA

4. Registration Fee: \$20.00

5. Writing Surface Available: yes

6. Delivery Method(s): faculty in room with participants; telephone to broadcast site;

interactive video; satellite; audiotape presentation; videotape presentation;

interactive computer over internet; discussion leader present

7. Advertised to: Lawyers; Clients; Others (specify, list %): Department of Defense Legal Personnel, 100%

8. List any admission restrictions: none

9. "In-house activity" requirement (see local rules to determine applicability):

open/publicized to outside lawyers; outsiders are _____ % of faculty; clients are

% of audience

10. Method of evaluation: participant critique; independent evaluator; none; other

11. Description of materials to be distributed: total pages looseleaf; bound Distributed 308 pages

[] Before Program; At Program; [] Other

12. Required Attachments to this application:

- a. time schedule (brochure, outline, course description)
- b. table of contents or equivalent
- c. faculty name(s) and credentials (if not in brochure or description)
- d. \$25 fee for each application (payable to the WV State Bar)

13. Total **MINUTES** of instruction, not including breaks, meals, or introductions/closing remarks:

GENERAL (non-ethics): 480

Ethics (minutes): 120

Substance Abuse (minutes):

Office Management (minutes):

TOTAL MINUTES: 600

14. Approval by other states: Granted by: approval pending in OH, VA, PA
Denied by:

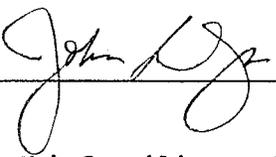
15. Submitted by employee of sponsor/provider; [] individual lawyer

SPONSOR OBLIGATIONS: Sponsor acknowledges and agrees to comply with all local rules and regulations attached.

Sponsor Representative

Captain John P. Dupon

Signature:



Title: Chief, Military Justice

Date: September 21, 2002

STATE ACCREDITATION OFFICE DECISION (To be completed by the state accreditation office and returned to applicant)

[] RETURNED for more information. Please complete each item on the form indicated by the number(s) circled: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

[X] APPROVED for 12.0 CLE credits, including 2.40 Ethics/Office Mgmt/Substance Abuse

[] DENIED Reference:

[X] SEE ATTACHED MATERIALS

DATE: 10-8-02

CLE Staff: Nope d Guesham

The West Virginia State Bar

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URL: <http://www.wvbar.org/barinfo/cle/individualsponsorapp.htm>

WEST VIRGINIA MANDATORY CONTINUING LEGAL EDUCATION COMMISSION

2006 Kanawha Boulevard, East

Charleston, WV 25311-2204

(304) 558-7992

FAX - (304) 558-2467

**Hope L. Gresham
MCLE Coordinator**

**Home Page Address - www.wvbar.org
e-mail-greshamb@wvbar.org**

TO: Continuing Legal Education Provider

FROM: Hope L. Gresham, MCLE Coordinator

Hope L. Gresham

RE: MCLE Regulations for Sponsors

Please be advised that in West Virginia, MCLE Regulation 4(1)(c) requires that sponsors maintain a list of lawyers in attendance at any approved program for at least three years. Those in attendance at approved MCLE seminars may file credits earned on a certificate of attendance that you provide at the seminar, or on Form C which the attorneys periodically receive from our office. A blank West Virginia Certificate is enclosed for your use. The form may be photocopied. The sponsor must complete the top portions of the certificate including the sponsor, activity title, date, location and the total number of credits possible (including any legal ethics, law office management and/or substance abuse credits. The attorney completes the actual number of credits earned, his/her name, State Bar identification number, address, telephone, fax, attorney signature and date. We ask that the attorney complete the form and return to the sponsor. If possible, we request that the sponsor file the attendees' certificates no later than thirty days after completion of the activity. We will also accept direct submission of the certificates from the attorney.

Please be advised that we are unable to enter credits for attorneys if only an attendance list is provided to our office. We must receive a certificate of attendance or Form C in order to enter credits earned by those in attendance.

West Virginia credits are based upon a fifty minute credit hour. Introductory/closing remarks, breaks, luncheon/dinner speeches, keynote addresses, business meetings, etc., do not qualify for MCLE credit.

Thank you for your cooperation. If you have any questions, please do not hesitate to contact me.

WEST VIRGINIA CERTIFICATE OF ATTENDANCE

Within 30 days of the activity (if possible), this certificate shall be filed with the appropriate MCLE Board(s) or Commission(s)

Sponsor: _____

Activity Title: _____

Date: _____

Location: _____

This program has been approved for a total of:

_____ CLE credit hours based on 50 minute hour

_____ CLE credit hour(s) of the total credits listed above is/are devoted to instruction in legal ethics/law office management/substance abuse/elimination of bias in the legal profession

Reminder: Introductory remarks, keynote addresses, business meetings, breaks, receptions, etc. are not included in the computation of credit

TO BE COMPLETED BY ATTORNEY

By signing below, I certify that I attended the activity described above and am entitled to claim _____ CLE credit hours, including _____ CLE credits in legal ethics/office management/substance abuse/elimination of bias in the legal profession.

Attorney Name (Print)

State Bar Identification Number

Street or PO Box

Telephone Number

City State Zip

FAX Number

E-mail

IF THIS IS A CHANGE OF ADDRESS PLEASE CHECK []

Attorney Signature

Date

Return to:
MCLE Commission
West Virginia State Bar
2006 Kanawha Blvd. East
Charleston, WV 25311-2204
(304) 558-7992